



# PARK HILL TRAINING

## Land - Based Training

### FOR COURSES/ASSESSMENTS AT PARK HILL TRAINING CENTRE

#### Requirements for training/assessment under COVID -19

- Instructors/assessors and delegates are asked to declare that they have not interacted with anyone who has shown or developed symptoms of COVID-19 within the last 14 days and that they have not had any symptoms of COVID -19 within the last 48 hours.
- Instructors/assessors and delegates are to wash/sanitise their hands, on arrival on site, before having a tea/coffee and after using the toilet
- No physical contact is allowed between instructors/assessors and delegates appropriate social distancing to be maintained at all times.
- Temperature testing is required for instructors/assessors and delegates on arrival.
- For onsite training/assessment Park Hill Training will provide each instructor/assessor with a COVID-19 pack containing hand and spray sanitiser, disposable cloths, surgical gloves and a thermometer.
- For offsite training and assessment Park Hill Training will require that each instructor/assessor ensures that suitable hand and spray sanitiser, disposable cloths and surgical gloves are available.
- Smaller groups, e.g. Max 6 trainees for classroom based, 3-4 trainees for practical courses.
- Social distance boundaries are marked out on floors to give a visual reference for both instructor/assessor and the delegates.
- Increase ventilation in classrooms where possible by opening windows or leaving doors ajar.
- Instructor/assessor to ensure the risk assessment includes a review of COVID-19 signposted to the Park Hill Training COVID-19 policy.
- Park Hill Training requires that all Awarding Organisation documentation is completed as normal, this includes comments and signatures. Instructors/assessors and delegates are to wear suitable protective gloves when completing paperwork and are not to share pens.
- Instructors/assessors to transmit all course documentation to Park Hill Training electronically.
- Instructor/assessor and delegates are not to travel together when journeying to offsite locations.
- Candidates to supply their own PPE wherever possible.
- Any PPE supplied by Park Hill Training will be assigned to individual delegates and then washed at the end of the course/assessment.



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- Where possible equipment to be on a ratio of 1:1. If this is not possible then sanitisation of equipment between delegates or the use of disposable surgical gloves will be required.
- Hand washing to be encouraged throughout the day and hand sanitiser to be made available.
- Delegates are to bring their own refreshments and eat separately in order to minimise social interaction.
- Lunch and breaks to be staggered to avoid congestion of toilet facilities etc.
- Social distancing to be maintained at all times e.g. during comfort breaks etc.
- If an instructor/assessor or delegate exhibits symptoms of COVID-19 during training/assessment they will be asked to leave the site.
- Social distancing is important but should an injury occur then the provision of first aid will take priority.
- An approved cleaning and disinfectant routine will be carried out on all rooms at the end of each day.
- Park Hill Training requires any instructor/assessor or delegate contracting COVID-19 following a course/assessment to inform the centre enabling a track and trace to be conducted with others who may have been in contact.

COVID Requirements Version 1  
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